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OC-M-74-176  
28 March 1974

MEMORANDUM FOR: OC Career Service Panel Chiefs

SUBJECT : OC Personnel Information and Reports  
Requirements

1. The DDM&S has called for a review of the Agency-wide automated personnel program to determine which of OC's personnel information ADP processing requirements can be satisfied in whole or in part from this data base. OJCS has agreed to develop a proposal for meeting those OC requirements which cannot be satisfied by the Agency-wide personnel program. Before starting these actions we need to insure that OC personnel requirements are complete. Please review the Attachment to determine whether the information elements in the listed reports will satisfy all of your requirements. (Contents of the data base will be available for machine sort from remote terminals for on-line response and display of selected elements; thus reports are in no way limited to those listed on the Attachment.) Please submit any requirements to the undersigned not later than 5 April 1974.

2. Attached is a list of 17 personnel information reports showing elements and examples of subject matter. The requirement for and content of these reports was developed by OC-S based largely on information needs for Panels "T" and "N" management, but with all Panels in mind. We plan to brief the Panels on planning for and status of automating OC personnel management and information records. At this meeting, which will be called when your responses are received, please be prepared to discuss your requirements. OC-S representatives will be at the meeting to clarify as necessary the planned content and use of the reports.

3. The OC ADP Systems Administrator, Mr. [REDACTED] will consolidate OC personnel information requirements and coordinate with OJCS the data base review and proposal development. During this period he will need assistance and advice from representatives of the Panels which submit requirements. Questions

[REDACTED]

[REDACTED]  
Executive Assistant, OC

Attachment:  
OC MAP Personnel Data Base Report

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OC MAP PERSONNEL DATA BASE REPORTS

1. PERSONNEL TITLE ALPHA LISTING

Elements: ☒ Name (Last, First, Middle)  
☒ Date of Birth (Month/Day/Year)  
☒ Sex (M - F)  
☒ Agency EOD Date (Month/Day/Year)  
☒ Employee Number  
☒ Social Security Number  
☒ Marital Status and Number of Dependents  
☒ Educational Level  
☒ Overseas Service (Years/Months)  
☒ Schedule/Grade/Step (GS-09/4)  
☒ Date of Grade (Month/Day/Year)  
☒ Retirement System (Civil Service/CIARDS)  
☒ Location - (Example - OC-E, OC-CMD, NE, OSA, etc.)  
☒ Occupational Title (Telecom Spec)  
☒ Career Service Designation (MCT, MCS, MCA, etc.)  
☒ Last Fitness Report Rating & Date (Strong 6/73)  
☒ Special Clearances (TKH,  SI, CRYPT)  
☒ Type of Cover - Date of Appointment   
☒ Special Reference (LWOP, PRA, Detail In, Detail Out, Summer Only)  
☒ Last Physical (Month/Year)

Comment : Master Alpha Listing of all personnel assigned to OC and those MC careerists assigned outside OC.

2. OC MANNING TABLE

Comment : Office wide. Format similar to overseas manning table now maintained in Datacom.

3. OC STRENGTH AND CEILING REPORT

Comment : Essentially the same as now manually produced by OC-S.

4. CEL RESPONSIBILITY LIST

Elements: Area, Service Designation, Grade, Names (Alpha)

Example :

25X1  
25X1

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5. POSITION VACANCIES

Elements: Area/Location, Position Information (Cover, Number, SD, Title, Grade), Incumbent Information (Name, Grade, SD, ETD), Replacement Information (Name, Grade, SD, ETA), LTI

Example :

25X1

6. DEVCOMP

Elements: Name, Grade, Cover, Area/Location, ETA, FSI, Schedule

Example :

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25X1

7. SINGLE OR MARRIED/NO CHILDREN

Elements: Name, Grade, Service Designation, Area, Location, ETA ETD, Status

Example :

25X1

8. GRADE/PANEL MIS-SLOTS

Elements: Name, Grade, DOG, Incumbent SD, Area/Location, ETA, ETD, Position No., Position Grade, Position SD

Example :

25X1

9. PERSONNEL ROTATIONS

Elements: Name, Grade, SD, ETD, AREA/Location, Cover, Incumbent Position No., Title, Position Grade

Example :

25X1

10. IMMOBILES

Elements: Name, Panel, Grade, Category (temp-1, indef-2, perm-3), Reevaluation Date, Who Immobile (empl-1, wife-2, child-3, dep parent-4), Type immobility (med-1, adm-2, security-3), Component, Position

Example :

25X1

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11. TRUE/PSEUDONYM CROSS REFERENCED-ALPHA LISTING

Comments: All OC Personnel - Self explanatory

12. COVER AND CLEARANCE REPORT

Comments: All OC Personnel. Alphabetical by name with current cover and clearances held

13. LATERAL TRANSFER INFORMATION ALPHA BY STATION

Comments: A listing of 15 items covering information on cover, housing, HHE, POV, etc.

14. WORLD-WIDE TDY STANDBY

Elements: Alphabetical by component. Name, DOB, Grade, Title, Panel, Passport No. & Exp. Date, Shots & Exp. Date, Physical Reevaluation Date, Risk of Capture Briefing

Example :

25X1

15. EMPLOYEE TRAINING RECORD

16. MASTER OPRED LISTING

Elements: Area, Post, Cover, Position No., OPRED Authorization, Grade, Title (Agency & Cover), Cover Position No., Incumbent Name, Grade (Agency & Cover), No. of Dependents, EOD, ETD, New Post, Replacement Name, Grade (Agency & Cover), No. of Dependents, ETA.

Example

25X1

17. EXPECTED POSITION VACANCIES

Elements: Area/Post, Position Title, Grade, Month of Vacancy, Number of Vacancies and LTI (See Report 13)

Example :

Comment : Worldwide report listed by Career Panel in monthly sequence. Selected lateral transfer information for posts with expected vacancies to be sorted from elements of data for Report 13 and listed by Area/City.

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18. OC POSITION RESPONSIBILITY

Elements: Location; Position Number, Ceiling, SD and Grade

Example:

[Redacted]

Comment: This report would cover all positions on the OC T/O and all MC positions not on the OC T/O. "Location" would be overseas [Redacted] or, for Headquarters [Redacted], OC component and sub-component.

25X1  
25X1

19. CAREER PANEL POSITION RESPONSIBILITY LIST

Elements: Area/Location, position information (number incumbents, title, grade and component designation), incumbent information (name, grade, SD, and ETD) (by Panel, Area/Station).

Example:

[Redacted]

25X1

Comment: All MC positions in sequence by panel, location and grade.

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